Quick Tips

How to Add a Subaward to a Project in Streamlyne

Adding Subaward Recipients

1. Open the existing proposal document (See Finding a previously-created proposal in Getting Started in Streamlyne guide: https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf)

2. Within your proposal, use the quick menu on left side of screen to navigate to the Proposal section, then click Sponsor & Program Information to expand the panel.

3. Tick the box labeled Does this Proposal include Subrecipients? in the Sponsor & Program Information panel.
5. Open the next panel labeled **Organizations, Performance Sites & Collaborators**

6. In the **Collaborators & Subrecipients** section on the line labeled **Add**: Click the magnifying glass to search for an Organization

   - If the correct Organization is identified, click **Add** to confirm.
   - If the correct Organization is not found, contact **OSP (osp@unm.edu)** to add it.
Additional Requirements & Procedures

1. Ensure that the direct and indirect costs of the subaward are calculated correctly on the UNM Internal Budget Worksheet
   - Note that the first $25k of each subaward is included in UNM’s Modified Total Direct Costs.

2. Upload all Subaward documentation in the Internal Attachments panel in the Attachments & Notes section. Required documentation includes:
   - Subaward Statement of Work
   - Subaward Letter of Commitment
   - Subaward Budget Worksheet
   - Subaward Budget Justification
   - Subaward F&A Agreement